



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

December 4, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-29

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for December 2015

Attached is the calendar detailing the December 2015 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks, and transmission of direct deposit payments, during this holiday period:

- Requests for reversals for pay periods 25 2015 and prior must be sent to OSUP by December 09, 2015. Requests received after this day will not be processed until after the 2015 W-2s have been completed.
- Off-cycle closes at 5:00 p.m. on Wednesday, December 16, 2015 and will remain closed until Tuesday, December 22, 2015.
- Since December 25, 2015 is a Federal Reserve banking holiday, **payday has been changed to Thursday, December 24, 2015.**
- **Off-cycle is ONLY open on Tuesday, December 22, 2015 after payroll processes and until 4:00 pm on Wednesday, December 23, 2015 for the December 24, 2015 payday due to year-end processing and holidays.** Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for December 24, 2015 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website: [http://www.doa.la.gov/OTS/Human\\_Resources/hr\\_reports\\_chart.pdf](http://www.doa.la.gov/OTS/Human_Resources/hr_reports_chart.pdf).
- OSUP will only accept reversal requests for complete overpayments and incorrect bank accounts on Tuesday, December 22, 2015 for the December 24, 2015 payday. Reversal requests will be sent to the bank to request funds back and the agency must have an off-cycle correction stored by 4:00 pm on Wednesday,

December 23, 2015. Replacements will be done on Tuesday, December 22, 2015 for incorrect bank accounts.

- **December 24, 2015 payday direct deposits will be transmitted on Tuesday, December 22, 2015** with a December 24, 2015 settlement date. Payroll checks will be mailed **by** Wednesday, December 23, 2015.
- Off-cycle will close at 4:00 p.m. on Wednesday, December 23, 2015 and will remain closed until Wednesday, January 6, 2016.
- Off-cycles entered Tuesday, December 22, 2015 and Wednesday, December 23, 2015 should be dated December 24, 2015.
- Off-cycles completed for the December 24, 2015 payday will be transmitted on December 23, 2015. Off-cycle checks saved on December 23, 2015 will be mailed on December 23, 2015.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:BPB/mfr

Attachment: [December 2015 LaGov HCM Holiday Processing Calendar](#)